

DEPARTMENT TRAVEL REMINDERS

Travel Coordinator (TC): **Amber Douglas; 713-743-6739; adouglas@central.uh.edu**

Travel Request: **TR**

Travel Reimbursement: **TRMB**

NOTE: IF Faculty/Employees/Students want to purchase airfare early for low pricing, it is suggested by Accounts Payable that Travel Requests be submitted ahead of time for approval processing first. Travel expenses should not be purchased before TR is fully approved. The only exception is for Registrations which have a deadline for purchase.

NOTE: Faculty/Employees, (student that is also employed by UH, such as RA/TA, is considered an Employee for TR submission): **DO NOT submit TRs after TRs are created.** Instead notify Travel Coordinator by email for review. Travel Coordinator will email you back when ready to submit.

NOTE: New Employees: click [HERE](#) for instructions on how you can create a Concur account.

NOTE: New Students: Students, not employed by UH, do not have access to Concur. Email Travel Coordinator (cc'ing Professor) to create your Concur account and travel request. Provide name, date of birth, UH email address.

How to Create a TR: [Click here](#)

Purpose/Benefit information required: State Conference name (initials only OK), dates of conference, if paper/poster accepted list Paper/Poster Number, and how it benefits the University.

Purpose/Benefit if Collaboration Meetings: Provide names, affiliations, dates, along with purpose and how it benefits the University.

BASIC INSTRUCTIONS:

Do not purchase airfare until travel request is fully approved.

- 1. Domestic Travel Request:** Faculty/Employees should create TR 1 month prior to departure date to allow time for review and approvals.
- 2. Domestic Travel Request:** Students (not employed by UH) should email Travel Coordinator (TC), cc'ing Professor, 1 month prior to departure date with **travel dates, Conference name or link, and Purpose/Benefit**. If Students to present a paper/poster, should send Paper/Poster acceptance email to Travel Coordinator. TC will contact Professor for cost center and information for travel expenses, and will create TR and submit for authorized approvals.
- 3. Foreign Travel Request:** Faculty/Employees should create TR 1 month prior to departure date to allow time for review and approvals. Upload filled/signed Export Control and Travel Embargo form, and Foreign Travel Specific Statement Addendum. [FOREIGN TRAVEL FORMS](#)
- 4. Foreign Travel Request:** Students (not employed by UH) should email Travel Coordinator, cc'ing Professor, 1 month prior to departure date to allow time for review, approvals, and providing travel information as stated in #2-Domestic Travel Request.

BASIC TRAVEL RULES:

1. Purchasing registrations **are** allowed before Travel Requests are approved, but if you are traveling you will be reimbursed after your trip. Travel Coordinator can purchase registrations if you request by email providing information needed.
2. Other travel expenses **should not** be purchased before Travel Requests are approved.
3. When traveling in Texas, for hotel, use the [Hotel Occupancy Tax Exemption](#) form.
4. Although the University does not have a per diem rate, expenses should not go over daily per diem rates for hotel and meals; hotel taxes not included. (Refer to #5 below for an exception.)

[Per Diem Rates – 48 States](#)

[Per Diem Rates Query – Alaska, Hawaii, Puerto, Any US Territories](#)

[U.S. Department of State/Foreign Per Diem](#)

5. Conference hotel prices, even if over per diem rates, will be accepted if conference website for hotel(s), showing prices, is uploaded to Travel Request (TR) and after travel to the Travel Reimbursement (TRMB). Unauthorized extravagant hotel rates are not accepted and cannot be reimbursed.
6. Refer also to [Cap Rates](#) for combined meals and lodging. Mileage rate listed on page 2 in link.
7. When taking a foreign travel and using Federal funds, including Federal pass-through funds, you must choose a U.S. air carrier. If you choose a foreign-flag air carrier a [Fly America Act Waiver](#) is required, choosing the appropriate box, provide authorized signatures, and then upload at the TRMB.
8. Travelers should submit receipts for TRMB within 30 days from last date of travel.
9. Allowable tips cannot be reimbursed on Federal grants; however, tips can be reimbursed on non-Federal grants if ok'd by supporting professor.
10. Allowable tips can only be reimbursed up to 20% or less.
11. Actual meal costs for faculty/employees (students employed by UH) should be requested at TRMB; receipts not required unless sponsoring professor asked that student employee provide. Students (not employed by UH) and guests must submit itemized receipts.
12. If you purchase meals for other travelers from UH you cannot be reimbursed for those expenses.
13. If you have planned business meal meetings with collaborators outside UH, you can submit receipts for reimbursement providing names, affiliations, discussions, and how it benefits UH.
14. Alcoholic beverages (during business meal meetings) cannot be reimbursed unless you have a cost center that will support the account code for alcohol.
15. To learn more about business days vs personal days and how meal costs are reimbursed refer to [Domestic Travel Questions from AP](#) or [Foreign Travel Questions from AP](#).
16. Travel MAPP policies:
 - a. [Travel MAPP 04.02.01B - Local Funds](#)
 - b. [Travel MAPP 04.02.01A - State Appropriated Funds](#)
 - c. [Travel MAPP 04.02.04 - Student](#)

ABOUT GUEST TRAVELERS:

1. Guest travel must be requested 1 month prior to travel date, providing Guest's name, email address, funding cost center, purpose and benefit.
2. All guests, including foreign nationals with B1/B2 visa status (Consultant/Lecturer/Artist/Other Contractor-**paid a fee**) or receiving an honorarium, requires a Contract. Contact Amber Douglas, adouglas@central.uh.edu, for contract processing. Also, if guest is traveling, report travel to TC to create travel request, informing TC of the contract. Contracts need to be completed before travel date.
3. All guests, including foreign nationals traveling as University Guest-**not paid a fee**, requires a Contract. The Travel Coordinator should be notified to process the contract and create the travel request. Contracts need to be completed before travel date.
4. Refer to [Travel Reimbursement for Foreign Nationals](#).
5. Refer to [Contract Services and Honoraria for U.S. Citizens and Foreign Nationals](#).